



Confidentiality of Information Relating to Electors

**Guide for candidates, members
of the National Assembly and
provincial political parties**

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Introduction

Since September 2023, *An Act to modernize legislative provisions as regards the protection of personal information* (SQ 2021, c. 25) has brought changes to personal information protection practices. More specifically, certain provisions of the *Act respecting the protection of personal information in the private sector* (CQLR c. P-39.1) now apply to the personal information relating to electors held by political parties, members of the National Assembly (MNAs) and candidates.

Since the Chief Electoral Officer, therefore Élections Québec, is responsible for applying the provisions of the *Election Act* (CQLR, c. E-3.3) concerning information relating to electors from the permanent list of electors, the Chief Electoral Officer, in conjunction with the Commission d'accès à l'information (CAI), has jurisdiction over the personal information on electors held by political parties, MNAs and candidates.

Persons who obtain information from the permanent list of electors have a duty to take the necessary measures to ensure its protection and security.

The purpose of this guide is to inform candidates, MNAs and provincial political parties of the provisions of the *Election Act* regarding the use and communication of information relating to electors. It also makes them aware of their obligations and the good practices they should adopt concerning the protection of personal information and its confidentiality.

This document is available on the Élections Québec website at the following address: electionsquebec.qc.ca.

The general information provided in this document and the proposed measures do not take precedence over the provisions of the acts. When interpreting or applying the acts, you should always refer to the text published by the Québec Official Publisher, at the following address: legisquebec.gouv.qc.ca.

If you have any questions or comments about this document or about the recommended measures for protecting the confidentiality of information relating to electors, please contact your returning officer or the Élections Québec Access to Information and Privacy Office.

Access to Information and Privacy Office

Élections Québec

1045 Wilfrid-Pelletier Avenue, Suite 200
Québec, QC G1W 0C6

Telephone: 418-644-1090, ext. 3216 1-866-353-2846 (toll-free)

Email: acces-info@electionsquebec.qc.ca

1 Information relating to electors

In this guide, information relating to electors includes all information from the permanent list of electors:

- Surname and given name of the elector;
- Domiciliary address;
- Date of birth;
- Sex;
- Address outside Québec (for electors who are entitled to exercise their right to vote outside Québec).

It also includes any other information associated with an elector that the Chief Electoral Officer or the returning officer may communicate in accordance with the provisions of the *Election Act*, notably:

- The line number and the polling subdivision;
- The fact that an elector was struck off the list during a special revision;
- The fact that an elector is registered to vote at home;
- The fact that an elector voted and the voting method they used.

Candidates, MNAs and political parties must be aware that documents containing information relating to electors indirectly reveal other information about them. For example, the list of electors makes it possible to identify elderly people, people living alone, same-sex couples, young adults still living with their parents and other intimate details concerning the lifestyle or personal choices of electors.

The list of electors also reveals the address of individuals who wish to keep this information confidential to protect their privacy or for security reasons (for example, victims of domestic violence, judges, prosecutors, police officers, corrections officers).

2 Communication of information relating to electors to political parties, MNAs and candidates

The *Election Act* (section 40.39) confers confidentiality on information relating to electors. That said, the *Act* still allows the list of electors entered on the permanent list of electors to be communicated to authorized political parties and MNAs outside an election period.

During an election period, candidates also receive the list of electors for their electoral division. For more information, see the table in [Appendix 2](#), which gives an overview of the different types of communication provided for in the *Election Act*.

In all cases, candidates, MNAs and political parties should receive information relating to electors only if they deem it necessary.

3

Governance rules

Since September 22, 2023, certain provisions of the *Act respecting the protection of personal information in the private sector* apply to personal information on electors held by political parties, independent MNAs and independent candidates.

New provisions on the protection of personal information have also been added to the *Election Act*, including sections 127.22 and 127.23.

Under the *Election Act*, these provisions require political parties, independent candidates and independent MNAs to:

- Appoint a person in charge of the protection of personal information from among their officers (section 127.22);
- Collect only the personal information relating to electors that is necessary for election or political financing purposes, or for the purposes of a political activity (section 127.23) and ensure that the persons who provide information for these purposes are able to make a free and informed decision;
- Only collect, use or communicate personal information with the consent of the person concerned, with certain exceptions (section 127.23 of the *Election Act* and, more particularly, sections 8, 8.3 and 13 of the *Act respecting the protection of personal information in the private sector*).

In accordance with the *Act respecting the protection of personal information in the private sector* political parties, including their authorities, independent MNAs and independent candidates must notably:

- Publish, on their website, the title and contact information of the person in charge of the protection of personal information. If they do not have a website, they must ensure that this information is made available by any other appropriate means (section 3.1);
- Take the necessary and reasonable security measures to protect the personal information collected, used, communicated, retained or destroyed based, among other things, on the sensitivity of the information, the purposes for which it is to be used, its quantity and distribution and the medium on which it is stored (section 10);
- Implement governance policies and practices regarding the protection of personal information and publish information about these policies and practices in simple and clear language on their website, or make it available by any other appropriate means (section 3.2);
- Report any confidentiality incidents in the register of confidentiality incidents that they are required to keep. If the incident presents a risk of serious injury, promptly notify the CAI and any person whose personal information is concerned by the incident (sections 3.5 to 3.8).

The CAI is mandated to support political parties in meeting these obligations through the powers conferred upon it.

4 Confidentiality undertaking

The *Election Act* provides that MNAs and persons designated by a political party must undertake in writing to take appropriate measures to protect the confidentiality of the list of electors and to restrict its use to the purposes provided for by the *Act* (section 40.38.3). They must make this commitment before receiving the list of electors entered on the permanent list of electors for the purposes of conducting a provincial poll.

During an election period, candidates must also undertake in writing to take appropriate measures to protect the confidentiality of the lists of electors and to ensure that they are used solely for the purpose provided for by the *Act* before receiving them from the returning officer (section 146 of the *Election Act*).

The purpose of these confidentiality undertakings is first and foremost to make the persons who are entitled to obtain information relating to electors aware of the confidential nature of such information and of the restrictions set out in the *Election Act* for its use and communication.

5 Use and communication of information relating to electors

The *Election Act* prohibits anyone from using, communicating or allowing the communication of information relating to electors for purposes other than those provided for in the *Act*, or communicating or allowing such information to be communicated to anyone who is not legally entitled to it (section 40.41).

A natural person is liable to a fine of \$5,000 to \$50,000 if they use, communicate or allow to be communicated information relating to electors for purposes other than those provided for in the *Election Act*, or if they communicate or allow such information to be communicated to anyone not legally entitled to it. In other cases, the fine is from \$15,000 to \$150,000 (section 551.1.1).

In addition, the *Election Act* (section 551.2) stipulates that a natural person is liable to a fine of \$5,000 to \$50,000 if they use the list of electors for commercial purposes or for profit. Fines for legal persons range from \$15,000 to \$150,000.

The table on the following page gives an overview of the purposes for which candidates, MNAs and political parties can use information relating to electors. It can help them understand the scope of the restrictions on the use of such information.

A political party, MNA or candidate can communicate personal information about electors to service providers, volunteers or staff members if they use this information for election or political financing purposes, or for the purposes of a political activity they are holding as a mandatary of the candidate, MNA or political party. Such communication is possible if the obligations of each of the groups concerned are respected.

Use of information relating to electors		
Examples of permitted uses		
Political financing purposes	Election purposes	Political activity (section 88 of the <i>Election Act</i>)
<ul style="list-style-type: none"> • Soliciting or collecting contributions* • Selling political party membership cards 	<ul style="list-style-type: none"> • Sending targeted political messages, including about the election platform • Sending election advertising** • Recruiting volunteers or campaign staff • Collecting information on voting intentions or past voting habits • Producing thematic maps and statistics • Encouraging voter turnout 	<ul style="list-style-type: none"> • Inviting electors to not-for-profit political gatherings

* Contributions may only be solicited by the official representative or a person designated by the official representative.

** All election expenses must be authorized by the official agent.

5.1 Communication to service providers

Before entrusting information relating to electors to a service provider, especially when using an IT solution, candidates, MNAs and political parties must make sure that the written mandate or contract states the measures the person carrying out the mandate or contract must take to protect the confidentiality of this information.

Candidates, MNAs and political parties must ask the service provider to fill out a confidentiality undertaking form. This document informs the provider of the confidential nature of information relating to electors and the restrictions on its use. See an example of a confidentiality undertaking form in [Appendix 3](#).

If the service provider communicates or uses information relating to electors, these activities should be strictly limited to the mandate entrusted to the provider by the candidate, MNA or party leader and be used for the purposes provided for by the *Election Act*. The candidate, MNA or party leader must take appropriate measures to ensure that the service provider complies with the terms of the confidentiality undertaking, where applicable. At the end of the mandate, the service provider must not retain any information relating to electors.

5.2 Communication to volunteers or staff members

Before entrusting information relating to electors to volunteers or staff members, candidates, MNAs and political parties must ensure that they only communicate this information to the persons whose duties require its use. Limiting the number of people with access to information relating to electors reduces the risk of a privacy breach.

Moreover, persons authorized to receive information relating to electors must be informed of its confidential nature, the restricted use they can make of it and the applicable penalties if they do not comply.

They must notably be informed that they:

- Cannot consult nor use information relating to electors for personal reasons or for a purpose not provided for in the *Election Act*;
- Cannot communicate this information to anyone, subject to the instructions given by the candidate, MNA or political party, in accordance with the *Election Act*;
- Must always keep the information relating to electors secure;
- Must return any document containing information relating to electors when the purpose for which they received it has been fulfilled. Otherwise, they must securely destroy these documents, following the instructions given by the candidate, MNA or political party.

Any person whom a candidate, MNA or political party has authorized to use information relating to electors must fill out a confidentiality undertaking form ([Appendix 4](#)).

6 Safeguards to implement

Candidates, MNAs and political parties must implement safeguards to ensure the protection and confidentiality of any information relating to electors that is entrusted to them.

Élections Québec asks that they take the following measures. They can adapt these measures or implement additional ones if they deem it appropriate.

6.1 Person in charge of the protection of personal information

The new provisions of the *Election Act* provide that:

- Political parties must designate a person in charge of the protection of personal information from among their officers. This person is responsible for implementing safeguards (section 127.22);
- This person should be the one the party has designated to receive the list of electors in accordance with section 40.38.3 of the *Election Act*. A party may also appoint a delegate for each electoral division;
- This person should notably be responsible for authorizing volunteers and staff members to use information relating to electors and for making them aware of the confidential nature of such information;

- Independent candidates and independent MNAs themselves act as the person in charge of the protection of personal information, but they can delegate this duty;
- In all cases, the title and contact information of the person in charge of the protection of personal information must be published on the website of the political party, independent candidate or independent MNA. If they do not have a website, they must make this information available by any other appropriate means (section 3.1).

6.2 Register of authorized people

Élections Québec recommends that candidates, MNAs and political parties keep a register of people authorized to receive and use information relating to electors, in addition to signing a confidentiality undertaking. This register should indicate the date the information was communicated and the method of transmission. It should also specify whether the documents were returned or securely destroyed, or if computer access was revoked, where applicable.

Élections Québec provides a sample register that can be used for this purpose ([Appendix 5](#)).

6.3 Information security in a mobile environment

If candidates, MNAs and political parties are likely to use information relating to electors with technological solutions or mobile applications in public places, they must exercise caution to reduce the risks of privacy breaches. In this context, Élections Québec recommends adopting the following security measures to keep the information confidential, regardless of the medium on which it is stored.

Retaining paper documents

- Limit the number of full or partial copies of a document in circulation.
- Do not leave confidential documents unattended.
- Store documents in a secure location with restricted access, such as a locked filing cabinet, when they are not in use.

Taking documents out of the office

- Avoid taking documents containing information relating to electors out of the office unless absolutely necessary.
- Require the approval of the person in charge of the protection of personal information before taking such documents out of the office.

Use on public transit or in a public place

- Never use information relating to electors, whether on paper or in electronic format, in a public place or on public transit.
- Never leave documents or computer equipment containing information relating to electors unattended, such as in a car or carrier bag.

Retaining electronic documents

- Encrypt electronic documents containing information relating to electors that are stored on storage devices
- or removable media, where applicable.
- Make sure that volunteers and staff members have the removable media in their possession at all times or keep them in a location with restricted access.
- Limit the number of copies of an electronic document in circulation.

Laptops and personal computers

- Use a password to restrict access to laptops or personal computers containing information relating to electors and encrypt all data stored on the hard drive. Install antivirus software. Keep laptops in a secure location when not in use.
- Encrypt stored data using file encryption software if it is impossible to encrypt the hard drive.

Wireless technology

- Avoid running mobile applications (on a cell phone or tablet) that use or share information relating to electors or that access such information when the device is connected to a public wireless network. Instead, share this data over a cellular network.
- Use a secure password to protect all mobile devices used to store information relating to electors.
- Make sure volunteers and staff members always have their mobile devices in their possession to prevent loss or theft.

Communication by email or fax

- Never send information relating to electors via email.
- Avoid sending information relating to electors by fax. If you must do so, make sure the recipient is present to receive the documents. Be sure to dial the correct fax number.

Information systems

- Protect Internet-connect information systems (such as a website a political party uses to help manage its election campaign) that use information relating to electors using a strong, ideally two-factor, authentication mechanism.
- Conduct penetration tests annually to confirm the strength of the system and its safeguards.

6.4 Destruction

When it is no longer necessary to retain information relating to electors, the information must be securely destroyed in a manner that protects its confidentiality.

Paper documents should be destroyed using a cross-cut shredder or the services of a specialized firm.

Electronic documents should be destroyed using specialized software or the services of a specialized firm. Any backup copies also need to be securely destroyed.

July 2026

A new obligation for the protection of personal information relating to electors will come into force on July 1, 2026, and will thus apply during the next general election scheduled for October 2026.

More specifically, starting on that date, political parties or a party authority whose authorization has been withdrawn, candidates who have not made a declaration of election and MNAs who are completing a term of office without running for re-election will be required to destroy the lists of electors and any document they hold containing personal information relating to electors.

The maximum time limit for complying with this destruction obligation is 60 days from the occurrence of any of the above-mentioned applicable situations.

Contravening these new measures constitutes a criminal offence under the *Election Act*, liable to a fine.

More information on these new measures in sections 40.43 to 40.45 of the *Election Act* will be available once they come into force.

7

Reporting confidentiality incidents

Any actual or suspected incident is considered a confidentiality incident if it results in:

- the unauthorized collection, use, communication, retention or destruction of personal information;
- unauthorized access to this type of information;
- the loss or theft of such information.

Political parties, independent candidates and independent MNAs who have grounds to believe that such an incident has occurred must:

- Take the reasonable measures required to reduce the risk of injury and to prevent new incidents of the same nature from occurring;
- Promptly notify the CAI of any incident that could cause serious injury, in addition to notifying any person whose personal information is concerned by the incident;
 - To assess the risk of injury, take into account the sensitivity of the information concerned, the anticipated consequences of its use and the likelihood that it will be used for injurious purposes;
 - The notice sent to the CAI must be in writing and contain the information required in section 3 of the *Regulation respecting confidentiality incidents* (A-2.1, r. 3.1). The notice sent to the person concerned must include the information listed in section 5 of that Regulation;
- Record this incident in the register of confidentiality incidents that they are required to keep;
 - This register must contain the information specified in section 7 of the *Regulation respecting confidentiality incidents*. This information must be updated and kept for at least five years after the date or period during which the political party, independent candidate or independent MNA became aware of the incident.

Appendix

1

**Frequently Asked
Questions**

Can a candidate, an MNA or a political party...

- 1** ...use the list of electors to visit electors at home, promote their platform or solicit political contributions?

Yes, those are legitimate uses of information relating to electors under the *Election Act*.

- 2** ...use the list of electors to send birthday greetings to electors?

No, the electoral list is not transmitted for this purpose. Any person who uses information relating to electors in this manner is liable to a penalty under the *Election Act*.

- 3** ...communicate information relating to electors to a firm offering election campaign management software?

A candidate or political party can give a service provider a mandate to manage or host information relating to electors on an IT platform for its exclusive use.

It must give this mandate in writing, specifying the measures the provider carrying out the mandate or contract must take to protect the confidentiality of the personal information, to only use this information to carry out their mandate or contract and to avoid retaining the information afterward.

The candidate or political party must have the service provider sign a confidentiality undertaking form.

The candidate, MNA or political party must take the necessary measures to ensure that the service provider complies with the conditions of the mandate.

For more information on this subject, see point 5.1 on the communication of information to service providers.

- 4** ...tell a person whether a relative or friend is entered on the list of electors?

No, the *Election Act* prohibits anyone from communicating information relating to electors to any person not legally entitled to it. All information related to entries on the list of electors is confidential.

- 5** ...personally use the list of electors for genealogical research or allow volunteers to retain a copy for that purpose?

No, the list of electors cannot be used or communicated for purposes other than those provided for in the *Election Act*.

A natural person who collects, uses, communicates or allows to be communicated information relating to electors for purposes other than those provided for in the *Election Act*, or who communicates or allows such information to be communicated to any person not legally entitled to it is liable to a fine of \$5,000 to \$50,000.

6 ...sell or give the list of electors to anyone who wants to use it as a mailing list or for solicitation purposes?

No, the list of electors cannot be used for purposes other than those provided for in the *Election Act*. A natural person who communicates the list of electors, allows it to be communicated or uses it for commercial purposes or for profit is liable to a fine of \$5,000 to \$50,000.

7 ...share the list of electors with MNAs, political parties or candidates from a different electoral level?

No, the *Election Act* prohibits anyone from communicating information relating to electors for purposes other than those provided for in the *Act* and to anyone not legally entitled to it.

8 ...retain information relating to electors after the election?

Since the *Election Act* prohibits the use of information relating to electors for purposes other than those provided for in the *Act*, it is best to destroy any copies of the list of electors and any documents containing information relating to electors in a secure manner after the election period.

However, if it deems it necessary, a political party may keep the information relating to electors that it holds after the election to communicate with electors, in particular to recruit new members or solicit political contributions.

9 ...share information relating to electors with volunteers or members of campaign staff so they can track support or encourage electors to go vote on polling day?

Volunteers and campaign staff members can receive information relating to electors in order to campaign on behalf of the candidate or political party. Ideally, this mandate is given to them in writing, specifying the limits and conditions to be respected with regard to confidentiality. Each person with access to this information should sign a confidentiality undertaking.

The candidate or political party must take the necessary measures to ensure that the person who obtains this information complies with the conditions of the mandate and the provisions of the *Election Act*.

For more information on this subject, see point 5.2 on communicating information to volunteers and staff members.

10 ...tell a person whether their contact information appears on the list of electors?

No. If you are unable to establish a person's identity, invite them to contact Élections Québec or go before the board of revisors in their electoral division during the election period.

Appendix **2**

**Communication of
Information Provided for
in the Election Act**

Recipients	Transmitted by	Scope	Information	Format	Distribution date	Section of the Election Act
Document 1 List of the electors whose names are entered on the permanent list of electors on the basis of the new delimitation						
Authorized political parties	Chief Electoral Officer	The lists of electors for the 125 electoral divisions based on the new delimitation	The name, address, date of birth and sex of each elector The address outside Québec for electors authorized to exercise their right to vote outside Québec	Electronic or paper	Four months after publication of the new delimitation of the electoral divisions Between October 1 and November 1 of each year until the new delimitation comes into force	38.1 38.2
MNAs	Chief Electoral Officer	The MNA receives the list of electors for a single electoral division among the divisions that include all or part of the division the Member represents.				38.3
Document 2 List of electors entered on the permanent list of electors						
MNAs	Chief Electoral Officer	The MNA receives the list of electors for the electoral division they represent.	The name, address, date of birth and sex of each elector The address outside Québec for electors authorized to exercise their right to vote outside Québec	Electronic or paper	In January, April, and September of each year, except during an election period and in the three months following a general election.	40.38.1
Authorized political parties	Chief Electoral Officer	The lists of electors for the 125 electoral divisions				



Recipients	Transmitted by	Scope	Information	Format	Distribution date	Section of the Election Act
Document 3 List of electors on the order and list of electors registered to vote outside Québec for the purposes of conducting a provincial poll						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number The name, address, date of birth and sex of each elector	Electronic or paper	No later than the 27 th day before polling day	146
Political parties	Chief Electoral Officer	The lists of electors for the 125 electoral divisions	The address outside Québec for electors authorized to exercise their right to vote outside Québec	Electronic		
Authorized independent MNA	Chief Electoral Officer	The MNA receives the list of electors for the electoral division they represent.		Electronic		
Document 4 List of electors registered to vote outside Québec						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	The name, address, date of birth and sex of each elector The address outside Québec for electors authorized to exercise their right to vote outside Québec	Electronic or paper	No later than the 18 th day before polling day	147
Authorized political parties	Chief Electoral Officer	The lists for the 125 electoral divisions		Electronic		
Authorized independent MNA	Chief Electoral Officer	The MNA receives the list of electors for the electoral division they represent.		Electronic		



Recipients	Transmitted by	Scope	Information	Format	Distribution date	Section of the Election Act
Document 5 Revised list of electors						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number The name, address, date of birth and sex of each elector	Electronic or paper Electronic	No later than the 9 th day before polling day	218
Authorized political parties	Chief Electoral Officer	The lists for the 125 electoral divisions				
Document 6 List of electors struck off by a special board of revisors						
Document 7 List of electors registered to vote outside Québec						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number	Electronic or paper Electronic	Before the opening of the advance polling stations	218
Authorized political parties	Chief Electoral Officer	The lists for the 125 electoral divisions				
Document 8 Revised list of electors						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number The name, address, date of birth and sex of each elector	Electronic or paper Electronic	No later than the 3 rd day before polling day	227
Authorized political parties	Chief Electoral Officer	The lists for the 125 electoral divisions				



Recipients	Transmitted by	Scope	Information	Format	Distribution date	Section of the Election Act
Document 9	List of electors who voted at the office of the returning officer					
Document 10	List of the electors who voted outside of their electoral division					
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number The name, address, date of birth and sex of each elector	Electronic	At the end of each day of voting at the office of the returning officer	267 and 279
Document 11 List of the electors who voted in the advance poll						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number	Electronic	At the end of each day of the advance poll	301.5
Document 12 List of electors entered in the mobile polling station in a residential facility or in a domiciliary polling station						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number The name and address of each elector	Electronic	After the 7 th day before polling day	301.9 and 301.22
Document 13 List of electors who voted on polling day						
Candidates	Returning officer	The candidate receives the list of electors for the electoral division in which they are running.	Electoral division, polling subdivision and line number	Paper	Polling day	318

Appendix

3

**Confidentiality
Undertaking for
Service Providers**

Confidentiality Undertaking Form Service Providers

Whereas information relating to electors is confidential and that section 40.41 of the *Election Act* states that “[n]o person may use, communicate or allow to be communicated, for purposes other than those provided for in [the *Election Act*] and in the *Referendum Act*, or communicate or allow to be communicated to any person not legally entitled thereto, any information relating to an elector,” I, the undersigned,

Name of the individual

acting as a representative of the service provider mandated by

Name of the political party, candidate or MNA (hereinafter the “entity”)

hereby agree to:

- inform the relevant staff members of the security requirements relating to the protection of personal and confidential information, as well as of the restrictions mentioned above, and to disseminate all relevant information in this regard;
- make the personal information accessible only to those members of the service provider’s staff who are entitled to receive it, where such information is necessary for the performance of their duties under the mandate;
- use, communicate or reproduce such personal information only to the extent provided for in the mandate or contract;
- take all necessary security measures to ensure the confidentiality of the personal information at every stage of the mandate or contract;
- not to keep copies of any documents containing personal information relating to a list of electors or a referendum list, in whatsoever format, and to return any such documents to the entity or to destroy them securely upon expiry of the mandate or contract;
- notify the person in charge of the protection of personal information designated by the entity without delay of any violation or attempted violation by any person of any obligation concerning the confidentiality of the information communicated;
- provide any relevant information about the protection of personal information relating to lists of electors to the person in charge of the protection of personal information for the entity and to allow them to conduct any verification relating to the confidentiality of the personal information communicated in order to ensure compliance with this undertaking;
- comply with the measures intended to protect the confidential nature of the personal information communicated as provided for in the written mandate or contract.

I confirm that I have read and understood the clauses of this undertaking.

Signature of the person

Title

Name of the service provider

Location

Date

Appendix

4

**Confidentiality
Undertaking Form
for Persons Authorized
to Use Information
Relating to Electors**

Confidentiality Undertaking Form

Persons Authorized to Use Information Relating to Electors

Whereas information relating to electors is confidential and section 40.41 of the *Election Act* states that “[n]o person may use, communicate or allow to be communicated, for purposes other than those provided for in [the *Election Act*] and in the *Referendum Act*, or communicate or allow to be communicated to any person not legally entitled thereto, any information relating to an elector,” I, the undersigned,

Name of the individual

as authorized by

Name of the political party, candidate or MNA (hereinafter the “entity”)

hereby agree to:

- inform the relevant staff members of the security requirements relating to the protection of personal and confidential information, as well as of the restrictions mentioned above, and to disseminate all relevant information in this regard;
- make personal information accessible only to authorized persons, if such information is necessary for the performance of their duties under the mandate;
- use, communicate or reproduce such personal information only to the extent provided for in the mandate;
- take all necessary security measures to ensure the confidentiality of the personal information at every stage of the mandate;
- not to keep copies of any documents containing personal information relating to a list of electors or to a referendum list, in whatsoever format, and to return any such documents to the entity or to destroy them securely at the end of the mandate;
- immediately inform the entity of any failures to comply with the obligations described above or of any incidents that could lead to a security or privacy breach involving this personal information.
- give the entity any relevant information about the protection of personal information relating to the lists of electors.

I confirm that I have read and understood the clauses of this undertaking.

Signature of the person

Title

Location

Date

Appendix

5

**Register of Persons
Authorized to Receive
Information Relating
to Electors**

